

MKE Elevate Steering Committee Meeting

1.21.2021	10:00 am – 11:00 am	MS Teams Virtual
Meeting called by	Rachel Lecher	
Type of meeting	MKE Elevate Steering Committee	
Attendees	Thalia Williams Helen Hermus Aziza Carter Katie Connolly Sheena Carey Erick Shambarger Jamaal Smith	
Facilitators	Rachel Lecher	
Agenda	<ol style="list-style-type: none"> 1. Overview and discussion of previous role of Steering Committee as established in 2018 <ol style="list-style-type: none"> a. How this has changed/will change b. How involved we want to be/ our bandwidth amidst COVID c. Goals for 2021 2. Action Team Meetings 2021 <ol style="list-style-type: none"> a. Overview of membership for each team b. Proposed meeting schedule c. Proposed meeting agendas d. Steering Committee role & Rachel's role 3. Discuss next meeting dates/times for 2021 (4x/year) <p>Goals:</p> <ul style="list-style-type: none"> • Establish the role of the Steering Committee for 2021 	

	<ul style="list-style-type: none"> • Create meeting schedule for Steering Committee and Action Teams for 2021 • Define Goals for 2021 for MKE Elevate
<p>Minutes</p>	<p>10am-10:06am—<i>Introduction & Agenda Overview</i></p> <p>10:06am-10:20am—<i>MKE Elevate Steering Committee PPT Overview:</i></p> <ul style="list-style-type: none"> • Rachel to send out to the larger group • Roles of Steering Committee <ul style="list-style-type: none"> ○ Rachel: Week between Christmas & New Years emails were sent out regarding future meetings and collaboration as co-leads for action teams ○ Rachel to take on lead as facilitator for action team meetings—at least for 1st round/re-evaluate as we go <ul style="list-style-type: none"> ▪ Action teams to meet February, May, August and November ▪ Group consensus: okay with Rachel facilitating ▪ Erick to share potential template for future meetings if interested <p>10:20am-10:30am—<i>Action Teams Overview & Membership:</i></p> <ul style="list-style-type: none"> • Rachel Created Google Spreadsheet for Action Teams <ul style="list-style-type: none"> ○ List will continue to expand ○ If there are different networks that people have to recruit please feel free to do so ○ Proposed structure: Action teams to meet 1 week, discuss and then de-brief <p>10:30am-10:33am—<i>Further Discussion:</i></p> <ul style="list-style-type: none"> • Might have to adjust for August meeting, will evaluate as date approaches <p>10:33am-10:50am—<i>Proposed Meeting Agenda:</i></p> <ul style="list-style-type: none"> • Potential ideas: roles, successes, Q&A, priority action areas, spotlights of an organization and potential room breakouts <ul style="list-style-type: none"> ○ What are the deliverables? “This is what we’ve done, this is what we’ll be doing as we move forward.” • Rachel to plan out action team meetings <p>10:50am-11:00am—<i>Closing & Next Steps:</i></p> <ul style="list-style-type: none"> • Group consensus: 90-minute meetings • Goals for 2021 <ul style="list-style-type: none"> ○ Revise/re-evaluate action team priorities to ensure that we are up-to-date with the dissemination of information and future MKE Elevate planning • If members are not able to attend all meetings, that’s okay. Contribute as much as you can